2020-2021 Reentry Plan

1115 College Street
Memphis, TN 38106
# The Soulsville Charter School: 2020-21 Reentry Plan

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Letter to TSCS Families

Dear TSCS Families,

We continue to hope you are healthy and whole. As we mentioned in our communication last week, we are reaching out this week to share additional details of our plan for reentering our campus for in-person learning.

When we made the decision to begin the school year with 100% remote instruction, we had the health and safety of our students, families, teachers, and our larger community in mind. We embarked upon an unprecedented journey together, offering to grant each other grace as we worked together to ensure another great year of teaching and learning, all while maintaining our commitment to prepare our students for success in college and in life.

Along that journey, we have had many successes, and they will undoubtedly continue. Beyond diligent effort and excellence in teaching and learning, there has been much to celebrate, including the following:

- Acquired devices for every student, hotspots for those who needed them, and daily helpdesk support for all
- Trained and equipped faculty and students for teaching in the virtual classroom
- Safely conducted in-person ACT testing for juniors and seniors
- Cultivated communities in daily morning advisory groups where students receive frequent SEL (Social and Emotional Learning) support and a daily logistics reminder
- Implemented our Social and Emotional Learning (SEL) curriculum to enhance well-being amongst students and staff, especially during these difficult times
- Implemented Anti-racism Curriculum to continually strive to make TSCS a safer and more equitable space for all stakeholders and, in turn, eradicate injustice in our greater community
- Hosted parent-teacher conferences entirely online
- Conducted many successful drive thru events (rewards, materials pickups, etc.)
- Engaged in virtual Black History Month programming
- College and Alumni Support Team (CAST)
  - Took seniors to HBCU college fair
  - 100% of seniors have completed the TN Promise application- very rare across the state!
  - Almost at 100% FAFSA completion before the 3/1 state deadline
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- Personalized post secondary guidance taking place weekly through Senior Seminar

We are proud of the remote, off-campus learning we have been able to offer, and we are now adding an in-person, on-campus option for our families who prefer that option. We will continue to offer the remote, off-campus learning option to the majority of our families, as requested.

As we begin our return to our campus, we will prioritize safety, including the multiple measures we outlined last week and will share more about here. Although no one can eliminate all risk related to Covid-19, we will adhere to proven and effective mitigation strategies recommended by the Centers for Disease Control (CDC) since we know that these measures substantially minimize risk.

We began planning for this moment last June, and we will be ready to welcome our students in-person when they arrive on campus.

Sincerely,

NeShante D. Brown
Executive Director
Parent Choice for 2020-21 School Year (Summary)

All families have the opportunity to choose to continue with remote, off-campus virtual instruction or to shift to in-person, on campus virtual instruction.

We want to provide you with information around what in-person, on campus learning will look like and the safety measures we have taken on campus as we have prepared to offer this option.

What safety measures exist on campus for in-person learning?

<table>
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<tr>
<th>We will adhere to all CDC guidelines for all staff and students:</th>
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<tr>
<td>1. Mask wearing at all times while on campus</td>
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<tr>
<td>2. Frequent hand washing</td>
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<tr>
<td>3. Daily Covid-19 screenings and temperature checks</td>
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<td>4. Access to hand sanitizer and disinfecting wipes in all spaces that house students</td>
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<td>5. Social distancing - remaining 6 feet apart</td>
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<td>6. Frequent cleaning of high-touch surfaces and high-traffic areas</td>
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<td>7. Optional routine Covid-19 testing onsite</td>
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<tr>
<td>8. Staff and student training on CDC guidelines to reduce likelihood of transmission</td>
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<table>
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<tr>
<th>We have implemented the following safety upgrades on campus:</th>
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<tr>
<td>1. Automatic/no touch toilets</td>
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<td>2. Automatic/no touch sinks</td>
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<tr>
<td>3. MERV 13 air filters (the recommended HVAC filters)</td>
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<td>4. Wipes, hand sanitizer stations, face masks, gloves are readily available</td>
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The following will be implemented asap using newly acquired funds:

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<tr>
<td>5. Desk shields are being ordered</td>
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<td>6. HEPA air purifiers</td>
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Below is some clarity about the virtual learning options:

1. If you choose to stay with **remote learning** your child will continue to learn off campus fully (Monday through Friday).
2. If you choose to shift to **in-person, on campus learning** your child will engage with synchronous learning on campus fully Tuesday through Friday. Monday would remain remote, off-campus, and asynchronous. Your child’s teachers will not change and they will be monitored on campus by a staff member.
3. Whether you choose to learn off campus or on campus all students will continue to learn virtually through synchronous instruction - all students will still log into Zoom for their synchronous, live lessons Tuesday through Friday.
   a. When we are able to safely shift the options for what in-person learning will look like we will provide updated information and allow families to update their choice.

On Campus Safety Measures

Face Masks

All staff and students in grades 6-12 will be expected to wear a face covering that covers their mouth and nose. While TSCS will provide some masks, we are strongly encouraging each family to provide their own masks for their students. As of early July last year, current guidance from local officials and health professionals requires all adults and students to wear a mask in a school building. If the guidance about masks changes, we will revisit our policy.

Outside of essential staff, visitors will not be permitted on campus. Any non-TSCS staff member providing a service on campus will be required to adhere to masking guidelines.

Handwashing and Sanitizing

- Daily schedules will include designated times for handwashing.
- Additionally, hand sanitizer stations will be located in high traffic areas of the school.
- All classrooms will be provided with a supply of disposable gloves, disinfectant wipes and hand sanitizer.
- All classrooms and buildings will undergo a systematic and thorough cleaning nightly.

Common areas (Multi-purpose Room, Cafeteria, Classrooms, Hallways, Library, Office Areas, Stairwells and Teacher Work Areas) are to be cleaned and disinfected a minimum of 2x’s a day (during lunch & the end of the day).

- Clean and sanitize counters, desk tops, seats, table tops, handrails and doors (handles & windows)
- Sweep/vacuum/mop floors
- Clean water fountains
- Empty trash
- Check and restock all tissue, paper towel, hand soap and hand sanitizer dispensers
Restrooms are to be cleaned and disinfected a minimum of 4x’s a day (2x’s during am hours, 1x during pm hours, & the end of shift).

- Clean and disinfect countertops, sinks, toilets, urinals, and flush valves
- Sweep/mop floors
- Clean partitions, stalls, walls, and doors
- Empty trash
- Check and restock all tissue, paper towel, hand soap and hand sanitizer dispensers

**Social/Physical Distancing**

- Classes may on occasion and weather permitting occur outside to allow for greater social/physical distancing.
- Classes may occur in other spaces of the school, like the multipurpose room, library or other large multi-use spaces.
- We will utilize signs and markers to remind students to maintain social distancing in hallways, the Main Office, and other common areas.
- Intervention services and special therapies will adhere to social distancing guidelines to the extent possible.
- Some of our special needs students require close proximity and assistance with mobility. Staff will wear masks and gloves, and protective covering (as necessary), to protect themselves and the student.

**Cohorting**

Cohorting is the grouping of a certain number of students to stay together for the school day. When feasible, cohorting is used to attempt to eliminate the possible widespread of the virus that causes COVID-19. When reasonable and appropriate, we will make every effort to limit the movement of students on our campus. Cohorting practices will vary from our middle to high school.

In grades K-8, students will stay with the same group of students all day long to limit interactions with other students. If a student requires ELL, SPED, or RTI services, they may be pulled from their cohort classroom into another classroom where social distance will be maintained. As much as possible, we will keep students with other students from their cohort.

In grades 9-12, students will stay with the same group of students as much as possible in the same classroom to limit interactions with other students. If a student requires ELL, SPED, or RTI services, they may be pulled from their cohort classroom into another classroom where social distance will be maintained. As much as possible, we will keep students with other students from their cohort.
Movement on Campus
We will have established and clearly marked traffic patterns in hallways, exits, entries and stairways to maximize social distancing practices whenever possible.

Routine COVID-19 Testing (Optional)
According to the Centers for Disease Control (CDC), schools can help protect students and their families, teachers, staff, and the broader community and slow the spread of COVID-19. Testing to diagnose COVID-19 is part of a comprehensive strategy and should be used in conjunction with promoting behaviors that reduce spread (e.g., mask use, social distancing, hand hygiene); maintaining healthy environments (e.g., cleaning and disinfection, ventilation); maintaining healthy operations (e.g., scheduling, virtual learning, class sizes); and preparing for when someone gets sick.

Soulsville will offer routine COVID-19 testing as an option to families and staff. School-based testing will never be conducted without consent from a parent or legal guardian (for minor students) or from the individual (for adults).

Sharing of Supplies
Shared school supplies will be discouraged to the extent possible.

School Meals
Expect a combination of grab-and-go meals, shorter periods, or lunch consumed in the classroom or outside, weather permitting. This will also help to avoid unnecessary mixing of student groups and increased exposure. Remote learning families will still be able to pick up meals at school sites on the designated days.

Morning Arrival (Staff)
- All staff and visitors must undergo a temperature check upon entering the building each day. Temperature checks will likely require staggered entry times or multiple entry points into the building.
- When entering buildings, all staff and visitors must wear face masks properly and maintain social distancing protocols.
- In addition to masks, staff will wear gloves and protective covering (as necessary), to protect themselves.
- Staff with temperatures of 100.4 degrees Fahrenheit or more will be asked to return home.
- Staff will avoid gathering in groups in the halls and other areas, and will maintain social distancing at all times.
Morning Arrival (Students)

- Specify entry point(s) or staggered entry times
- Student temperature checks upon entry
- Temps must be under 100.4 degrees
- The parent(s) of any student whose temperature if at or above 100.4 degrees Fahrenheit or more will be contacted to return to campus to pick up their child.

Afternoon Dismissal for Students

- Parents will not be allowed to enter the building to pick up their students.
- Parents must become familiar with dismissal and pick up times.
- Students will depart the school building at exits specified by school personnel.
- Students will be required to wear a mask as they exit the building to their awaiting cars/parents; walkers will walk home.
- Parents will not be allowed to exit their cars or gather in groups while waiting for students to dismiss.
- Walkers should practice social distancing.
- At this time, aftercare will not be an option for those who choose in-person learning

Lingering on Campus

In order to help prevent the spread of the virus, it is important that traffic within a school is limited to the school day to the extent possible. Students not actively engaged in an approved after-school activity or event must leave the campus immediately. Students cannot linger on the campus unsupervised after school.

Parent Conferences and Meetings

Parents may request virtual or phone meetings to discuss any aspect of their child’s education. Parents and visitors will not be allowed inside buildings at this time. When we are able to change this policy, we will inform everyone.

Campus Access

Only in-person students and TSCS staff will have access to the school building. Parents, guardians, and nonessential visitors will not be able to access the building during in-person learning hours.

When a Student or Staff member tests positive for COVID-19

It is essential to community health that we be made aware of any student or staff member that has tested positive for COVID-19. Please email health@tscmemphis.org. All staff and
students can be assured of confidentiality and privacy when reporting their positive test results. TSCS will follow all current CDC and health department guidance on what to do when students or staff exhibit symptoms and when a case is suspected/confirmed.

**Self-Reporting for Families/Staff**

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<td>1.</td>
<td>Parent /Guardian or employee self-reports a positive case to the school principal/site administrator by sending an email to <a href="mailto:health@tscsmemphis.org">health@tscsmemphis.org</a>.</td>
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<td>2.</td>
<td>Principal/site admin. notifies the Office of Charter Schools team, notifies the Shelby County Health Department, and initiates in-school contact tracing.</td>
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<td>3.</td>
<td>Once the SCHD receives it, they will move forward with the investigation within 24-48 hours, and if there are any questions, the Office of Charter Schools will contact The Soulsville Charter School directly.</td>
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Students or staff who exhibit symptoms will be directed home to self-isolate and seek medical attention, as necessary. Positive or suspected cases will be confirmed with the Shelby County Health Department who will assist with determining next steps based on the level of potential exposure.

Those determined to have come in close contact with COVID-19 will be directed to quarantine and self-monitor for potential symptoms. Close contacts (any individual within 6 feet of an infected person for a total of 15 minutes or more) will be determined through contact tracing. Contact tracing is the investigative process that allows school and health officials to identify close contacts of laboratory-confirmed or probable COVID-19 patients. Contact tracing includes reviewing the student's schedule, determining whether the student participates in athletics or extracurricular activities, and confirming if there are any members of the household in other grade levels. Families of those identified as close contacts will be notified privately of the need to quarantine. The TSCS community will be kept abreast of any cases and needed quarantines in the school via weekly email blasts and the TSCS website without revealing the identity of any individual.

COVID-19 cases may result in the temporary quarantining of students and staff and, depending on the extent of the contact, temporary closure of school buildings. At a minimum, in the event of a confirmed case, we may close off portions of a building for a period of 24 hours and allow for additional cleaning/disinfecting before reopening. Even if the campus must close due to positive cases, students and teachers will continue uninterrupted teaching and learning through remote, off-campus learning via Zoom.

According to the most recent guidance from the CDC, before returning to work or school in person, anyone who has tested positive for COVID-19 must wait at least

- 10 days since symptoms first appeared and
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- 24 hours with no fever without the use of fever-reducing medications and
- Until other symptoms of COVID-19 are improving*

*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

Note that these recommendations do not apply to persons with severe COVID-19 or with severely weakened immune systems (immunocompromised). These persons should follow the CDC guidance for “I was severely ill with COVID-19 or have a severely weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?”

Please click the links below for more information about COVID-19 cases and contact tracing.

- What to Do If Exposed
- What to Do If You Are Sick
- Isolate If You Are Sick
- When to Quarantine
- Caring for Someone
- Parents or Caregivers Who Are Sick
- When You Can Be around Others
- Quarantine and Isolation Calculator

What symptoms should I look for?

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
This list does not include all possible symptoms. CDC will continue to update this list as they learn more about COVID-19.

How do I know what to do when?
Below is a helpful infographic from the TN Department of Health. It shows what to do if you think you might have been exposed to Covid and/or if you have symptoms.
Public Health COVID-19 Return to School Decision Support Algorithm – Symptoms of COVID-19 include the following: new cough, difficulty breathing, loss of taste or smell, fever (>100.4°F), chills, congestion/runny nose, nausea/vomiting, diarrhea, sore throat, headache, myalgia, fatigue.

1. No exposure with 1 low-risk symptom:
   - Return to school ≥24 hrs after improvement in symptoms

2. No exposure with ≥2 low-risk symptoms OR 1 high-risk symptom:
   - Testing and/or Evaluation by Healthcare Provider
   - Symptomatic students/staff are to isolate if a COVID-19 test is pending
   - Medical evaluation without testing; alternative diagnosis
   - Return to school after ≥24 hrs fever-free and improving symptoms
   - Conduct PCR Testing. Stay isolated until PCR Results are available.

3. Exposure and no symptoms:
   - Quarantine
   - Notify public health. TDH and CDC recommend a 14-day quarantine. Acceptable alternatives to a 14-day quarantine include:
     - Return to school after Day 10 from last contact with case without testing if without symptoms
     - Return to school after Day 7 from last contact with case if without symptoms and with negative test result after Day 5
   - If symptoms develop, obtain test and isolate.
   - Continue to monitor for COVID symptoms through Day 14. Mask wearing is especially important through Day 14, and should also continue beyond the quarantine period.

4. No medical evaluation, no testing, or no alternative diagnosis:
   - Isolate for 10 days from symptom onset AND ≥24hr fever-free AND improving symptoms

5. Positive test:
   - Isolate
   - Notify public health
   - Identify close contacts
   - Return to school after ≥10-day isolation from symptom onset AND ≥24hr fever-free AND improving symptoms

6. High risk symptoms
7. Low risk symptoms
8. Exposure defined as within 6 feet of a case for ≥15 minutes.
9. "Test" refers to SARS-CoV-2 PCR or antigen test. Antibody tests are not approved for return to school.
10. Consult CDC guidance if severely ill or immunocompromised.
11. Consult CDC guidance if household contact.
12. Examples of acceptable diagnoses would include fever due to urinary tract infection, strep throat confirmed by a positive strep test, rash from poison ivy, etc. Diagnoses of respiratory and viral conditions such as allergic rhinitis, seasonal allergies, upper respiratory tract infection (URI), pneumonia, pharyngitis without positive strep test, viral illness, etc., DO NOT exclude the diagnosis of COVID-19 and DO NOT justify return to school.
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Protocol for Schools Assisting Public Health with Close Contact Identification for COVID-19 Cases

Student or staff with **POSITIVE TEST**\(^1\) for novel coronavirus or designated as a “Probable Case” by Public Health

Student/staff\(^2\) AND household contacts\(^*\) immediately excluded from school for the duration of their assigned isolation or quarantine period as determined by public health

Work quickly to identify close contacts:
- Students/staff with close contact with the positive individual:
- Exposure at any time from 48 hr before through 10 days after symptoms developed AND Within 6 feet AND Cumulative total contact ≥15 min

Districts may assist by **immediately** notifying their local health department and providing a list of identified close contacts

**CONSIDER**

Student/staff with a positive test\(^1\) will be instructed by public health to isolate at home and may return to school after a minimum 10-day isolation\(^2\) from the onset of symptoms (or date of positive test, if asymptomatic) AND resolution of fever for ≥24 hours (without fever reducing medication) AND improving symptoms

**Individuals who are determined to be close contacts will be instructed by public health to quarantine at home.** TDH and CDC recommend a 14-day quarantine. Acceptable alternatives to a 14-day quarantine include:
- Return to school after Day 10 from last contact with case without testing if without symptoms
- Return to school after Day 7 from last contact with case if without symptoms and with negative test result\(^3\) after Day 5

(Q Quarantine of household contacts of infectious individuals may extend beyond this 14-day period)


Classroom contacts seated within 6 feet in the front, side, and back of student

Lunch contacts within 6 feet for a cumulative total of ≥15 minutes over a 24 hr period

Free period contacts within 6 feet for a cumulative total of ≥15 minutes over a 24 hr period

Transportation contacts within 6 feet for a cumulative total of ≥15 minutes over a 24 hr period

Sports team or extracurricular contacts within 6 feet for a cumulative total of ≥15 minutes over a 24 hr period

Schools MAY exclude students/staff at their discretion
ONLY the Health Department will determine which students/staff should be quarantined or isolated\(^*\)

Districts may consider sending parent letters and handouts available on the TDH Education Resource Page www.tn.gov/health/cedep/ncov/educational-resources.html

\(^1\)“Test” refers to SARS-CoV-2 PCR or rapid antigen test (NOT antibody)

\(^2\)Individuals with severe illness or who are immunocompromised may require isolation of up to 20 days. Consult CDC guidance https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html

Adapted from Washington University 8/18/2020
Saferoom Protocols

- Individuals who present infectious symptoms will need to be evaluated and isolated for a short period of time in our designated Saferoom until the person has been dismissed.
- The following general procedures should be followed to create a safe environment for students and staff to help mitigate the risk of transmission.
- The school Saferoom checklist is a list of recommended measures on how to approach possibly infected faculty, staff, and students during the COVID-19 pandemic.
- The parent/guardian will be immediately notified of the status of a symptomatic student upon the student’s entry into the Saferoom.
- School staff will ask the parent/guardian to immediately pick up their student from school and seek medical attention.
- Our team will follow emergency medical protocol if conditions warrant.

The School Nurse will be responsible for responding to COVID-19 concerns and will help coordinate with local health authorities regarding positive COVID-19 cases.

The School Nurse is trained on how to recognize if a student, faculty or staff member shows symptoms of an infectious disease while at school. The School Nurse’s Training includes a clear understanding of the following:

- Ensuring confidentiality and the importance of not sharing personal, protected health information (HIPPA)
- How to perform temperature checks using the infrared thermometer
- How infections spread
- How to identify infectious symptoms
- How to protect themselves using PPE
- The importance of social distancing
- Environmental cleaning and disinfection procedures
- When to contact parents and/or guardians
- When to contact health services

Disinfecting Saferoom Areas

The School Nurse actions include:
The School Nurse monitors symptoms and follows action steps after an individual is admitted to the Saferoom.

School Nurse actions include:
- Notify the Director of Operations once faculty, staff, and/or student has vacated the area/room. The Director of Operations will alert custodial staff.
- Custodial staff will clean and disinfect the area/room once faculty, staff and/or student has vacated the area/room.
School Meals

Expect a combination of grab-and-go meals, shorter periods, or lunch consumed in the classroom or outside, weather permitting. This will also help to avoid unnecessary mixing of student groups and increased exposure. Remote learning families will still be able to pick up meals at school sites on the designated days.

Reentry Phases

The phases described below will be implemented in accordance with demand for in-person learning and the status of the spread of COVID-19 within Soulsville and in the larger community.

Phase 1: Families can opt into in-person learning on campus Tuesday through Friday. Monday remains remote, off-campus, and asynchronous. Students continue attending synchronous classes through Zoom whether remote or on campus:

- Teachers continue daily instruction through Zoom platform.
- Unless they choose to do otherwise, teachers continue to instruct remotely from home.

Phase 2: Teachers conduct daily virtual instruction from campus without students in classrooms:

- Teachers continue daily instruction through Zoom platform.
- Given continued positive community conditions and success with the in-person option, this is likely to be a short phase.

Phase 3: Teachers conducting virtual instruction with a small group of students in their classroom during their aligned class period:

- Teachers continue daily instruction through Zoom platform.
- In-person students attend synchronous class via Zoom; teachers are able to circulate in the classroom and provide feedback during independent work time.

Phase 4: Teachers conducting virtual instruction with a socially distanced group of students in their classroom during their aligned class period on alternate days/weeks because demand for in-person learning has exceeded the building’s capacity with social distancing in place:

- Over half the student body is still learning remotely.
- The on-campus, in-person room capacity has been exceeded due to demand, which requires the shift to A or B days or weeks for the entire student body
- Teachers continue daily instruction through Zoom platform.
- In-person students attend synchronous class via Zoom; teachers are able to circulate in the classroom and provide feedback during independent work time.

Phase 5: Teachers conducting in-person instruction with a socially distanced group of students in their classroom during their aligned class period on alternate days/weeks because demand for in-person learning has exceeded the building’s capacity with social distancing in place:

- Over half the student body is learning in-person.
Phase 5 requires a shift in our mode of instruction.  
- At this stage, teachers begin daily classroom instruction directed toward the students present in the classroom.
- Remote learners engage with classroom instruction through Zoom.
- In-person students attend synchronous class in-person; teachers are able to circulate in the classroom, provide feedback, and check in with remote learners during independent work time.

Phase 6: Teachers conducting in-person instruction with a socially distanced group of students in their classroom during their aligned class period on alternate days/weeks because demand for in-person learning has exceeded the building’s capacity with social distancing in place:  
- Most of the student body is learning in-person.
- Teachers continue daily instruction in-person and through Zoom platform for remote learners.
  - As in phase 5, teachers direct daily classroom instruction towards the students present in the classroom
  - Remote learners engage with classroom instruction through Zoom
  - In-person students attend synchronous class via Zoom; teachers are able to circulate in the classroom and provide feedback during independent work time.

After Phase 6, we will continue to strive toward 100% of students being able to be on campus at the same time. Several factors (e.g., spread of COVID-19 within Soulsville and the larger community, CDC guidelines, demand, vaccinations) will impact the speed at which this occurs.

Spring Athletics

- We will adhere to CDC and Shelby County Health Department guidelines. At the present time, Health Directive No. 17, strongly encourages schools to suspend all school-related close-contact sports. We will continue to evaluate and monitor this and other directives.
- Parents and guests to campus can expect social distancing requirements and special seating arrangements for athletics once they resume and are open to the public.

Soulsville Need-to-Knows

Where do I go to check my student’s grades?

1. Log into your Teacherease Parent Portal (https://www.teacherease.com/common/login.aspx)
2. Select the ‘Grades’ option from the icons on the left side of the screen:
Where do I go to check my child’s Grammys?

1. Option 1
   a. Log into Kickboard by going to: http://www.kickboardforschools.com/
   b. Enter your email and password when you set when you created the account
   c. Your student’s daily grammy total will appear once you login:

   ![Image of Kickboard login interface]

2. Option 2
   a. Middle and High Deans of Students will email summaries to families (weekly for MS; bi-monthly for HS).
## Whom do I contact for what?

<table>
<thead>
<tr>
<th>Issue</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>I need to report a positive COVID-19 case or exposure to COVID-19.</td>
<td>Please email <a href="mailto:health@tscsmemphis.org">health@tscsmemphis.org</a>.</td>
</tr>
<tr>
<td>My student’s school-issued device or hotspot isn’t working properly.</td>
<td>VC3 Help Desk&lt;br&gt;Phone: (901) 377-7891&lt;br&gt;Email: <a href="mailto:service@vc3.com">service@vc3.com</a></td>
</tr>
<tr>
<td>I have questions about the daily instructional schedule.</td>
<td>Middle School (6-8):&lt;br&gt;Thomas Upchurch, MS Director&lt;br&gt;<a href="mailto:tupchurch@tscsmemphis.org">tupchurch@tscsmemphis.org</a></td>
</tr>
<tr>
<td></td>
<td>High School (9-12):&lt;br&gt;Maya Robinson, HS Director&lt;br&gt;<a href="mailto:mrobinson@tscsmemphis.org">mrobinson@tscsmemphis.org</a></td>
</tr>
<tr>
<td>I have a concern about behavior during virtual instruction.</td>
<td>Middle School (6-8):&lt;br&gt;Nadia Barnard, MS Dean of Students&lt;br&gt;<a href="mailto:nbarnard@tscsmemphis.org">nbarnard@tscsmemphis.org</a></td>
</tr>
<tr>
<td></td>
<td>George Parker, MS Dean of Students&lt;br&gt;<a href="mailto:gparker@tscsmemphis.org">gparker@tscsmemphis.org</a></td>
</tr>
<tr>
<td></td>
<td>High School (9-12):&lt;br&gt;Emmanuel McKinney, Asst. HS Director&lt;br&gt;<a href="mailto:emckinney@tscsmemphis.org">emckinney@tscsmemphis.org</a></td>
</tr>
<tr>
<td></td>
<td>Luke Matzke, HS Dean of Students&lt;br&gt;<a href="mailto:lmatzke@tscsmemphis.org">lmatzke@tscsmemphis.org</a></td>
</tr>
<tr>
<td>I need a verification of attendance form for my student’s driver’s permit/ license.</td>
<td>TSCS Main Office&lt;br&gt;Call: (901) 261-6366&lt;br&gt;Email: <a href="mailto:info@tscsmemphis.org">info@tscsmemphis.org</a></td>
</tr>
<tr>
<td>I have a question about my student’s assignments and/ or grades.</td>
<td>Contact the teacher of the class. Contact information can be accessed through the Teacherease Parent Portal.</td>
</tr>
</tbody>
</table>
2020-2021 TSCS School Calendar

The overall calendar that we shared in June of 2020 will remain the same as what has been previously published. We will continue to share updates as needed regarding specific programming, like the details for Spring virtual parent-teacher conferences, etc.

<table>
<thead>
<tr>
<th>2020-21 Middle and High School Student Calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL SEMESTER</strong> (90 days)</td>
</tr>
<tr>
<td>August</td>
</tr>
<tr>
<td>31 Monday</td>
</tr>
<tr>
<td>First Day for Students - 1st Quarter Begins</td>
</tr>
<tr>
<td>7 Monday</td>
</tr>
<tr>
<td>Labor Day (Students Out)</td>
</tr>
<tr>
<td>September</td>
</tr>
<tr>
<td>1 Thursday</td>
</tr>
<tr>
<td>Parent Night Virtual Sessions</td>
</tr>
<tr>
<td>12-16 Monday</td>
</tr>
<tr>
<td>Fall Break (No school)</td>
</tr>
<tr>
<td>19 Thursday</td>
</tr>
<tr>
<td>Students Return</td>
</tr>
<tr>
<td>November</td>
</tr>
<tr>
<td>3 Tuesday</td>
</tr>
<tr>
<td>Professional Development Day (Students Out)</td>
</tr>
<tr>
<td>10 Tuesday</td>
</tr>
<tr>
<td>1st Quarter Ends</td>
</tr>
<tr>
<td>11 Wednesday</td>
</tr>
<tr>
<td>Veterans Day (Students Out)</td>
</tr>
<tr>
<td>12 Thursday</td>
</tr>
<tr>
<td>2nd Quarter Begins</td>
</tr>
<tr>
<td>23-27 Monday-Friday</td>
</tr>
<tr>
<td>Thanksgiving Break (Students Out)</td>
</tr>
<tr>
<td>December</td>
</tr>
<tr>
<td>3 Thursday</td>
</tr>
<tr>
<td>Parent Night Virtual Sessions</td>
</tr>
<tr>
<td>21-31 Monday-Thursday</td>
</tr>
<tr>
<td>Winter Break (Students Out)</td>
</tr>
<tr>
<td>January</td>
</tr>
<tr>
<td>1-4 Friday-Monday</td>
</tr>
<tr>
<td>New Years Day - Winter Break Cont. (Students Out)</td>
</tr>
<tr>
<td>5 Tuesday</td>
</tr>
<tr>
<td>Students Return - 2nd Quarter Continues</td>
</tr>
<tr>
<td>18 Monday</td>
</tr>
<tr>
<td>Dr. Martin Luther King, Jr. Holiday (Students Out)</td>
</tr>
<tr>
<td>February</td>
</tr>
<tr>
<td>2-4 Tuesday-Thursday</td>
</tr>
<tr>
<td>First Semester Exams*</td>
</tr>
<tr>
<td>4 Thursday</td>
</tr>
<tr>
<td>2nd Quarter Ends</td>
</tr>
<tr>
<td>5 Friday</td>
</tr>
<tr>
<td>Professional Development Day (Students Out)</td>
</tr>
<tr>
<td>* No early or late exams will be allowed.</td>
</tr>
<tr>
<td>** No early or late exams will be allowed.</td>
</tr>
</tbody>
</table>

Returning Families: Please note that all events on our calendar are subject to change. As a school, we understand the uncertainty regarding conditions for the next few months. We will continue to work closely with Shelby County Schools, with guidance from the TN State Department of Education, the Shelby County Health Department, and other health entities, to make the safest and most advisable decisions for students and their learning. We are currently scheduled to have distant virtual learning from the start of the school year (8/31) until the end of the first quarter (11/10). Once we are closer to the end of Quarter 1, we will evaluate the conditions and consider the advisements for how to proceed for the remainder of 2020.